

## OVERVIEW

# The Treeno Eform Solution Increasing Business Efficiency

Treeno's PDF form technology is helping clients streamline business processes by working smarter not harder. Treeno Eforms help to eliminate the significant costs associated with paper form processing.

Rather than relying on paper documents which must be accepted, sorted, processed, approved and filed; PDF forms remove the paper and human intervention from that process altogether.

Consistency is improved.

No more deciphering handwriting.

Access to forms anywhere and anytime.

## Saving Time and Resources Using Treeno Eforms

Easily convert your paper fillable forms into Treeno PDF fillable Eforms. Using Treeno Eforms is an easy way to eliminate paper and automate the filing of a completed document. Treeno Eforms saves your organization money and time by eliminating the need to manually scan paper, label, categorize and file documents. No longer will an individual have to decipher handwriting. Companies can avoid indexing errors which can make it difficult to find documents later. Imagine the power of accessing filed documents in seconds, versus having to get up from your desk and manually searching for a filed paper form which may be mislabeled.

Not only will a Treeno Eform automatically file the document, it will notify the appropriate user(s) that a file has been completed for review, processing or approval. The predefined workflow associated to the form provides management with valuable insight on overall processing time. It also enables them to identify how many items are in process and allows for realignment of resources when needed. This valuable insight allows management to better leverage internal resources and enhance response times.

## Examples of Eform Usage

School Systems -- Travel Expenses

Employee Change Requests

Capital Expenditure Requests

New Client Onboarding

Mortgage/Loan Applications

Patient Registrations

Purchase Requisitions

Surveys

Online Bookings

Time Off Requests

New Sales Orders

License Requests

Field Reports

Sales Orders

## Benefits of Treno Eforms

- Automates capture, form filing & labeling
- Triggering and tracking of a specific workflow process
- Dynamic routing flexibility based on form criteria (*e.g. the appropriate manager is notified, allowing the same form to be accessed and passed through multiple workflow paths*)
- Eliminates costs and inefficiencies associated with paper form capture, approval, filing and storage
- Eliminates the risk of forms being lost, misplaced or accessed by the wrong people
- Makes captured information instantly available enterprise wide in one secure system
- Increases revenue by drastically improving efficiency and accuracy
- Intuitive technology allows creation of forms without IT intervention
- Improves accuracy of data with forms autofeeding CRM systems
- Autofills other forms with submitted data
- Allows instant access to file upon submission
- Ability to attach associated documents
- No more handwritten form errors!

### ABOUT TRENO SOFTWARE

Established in 2002, Treno Software is a leader in the Enterprise Document Management (EDM) industry. Treno Software's mission is to provide their customers with operational workflow efficiencies and measurable return on investment (ROI) through the fast installation and implementation of their fully secure, highly reliable, and easy-to-use, web-based Enterprise Document Management (EDM) Software Solution.

To learn how Treno can help you—call **800.528.5005** or visit us on the web at **trenosoftware.com**.

